

SANDPIPER DUNES

Condominium Association, Inc.

P.O. Box 799
Ocean City, Maryland 21843

SPD Property Manager - Braniff Property Management LLC- 410-524-0390

RULES & REGULATIONS - OWNERS

GENERAL RULES AND REGULATIONS GOVERNING COMMON AND LIMITED COMMON AREAS

1. Excessive and/or disturbing noise is always prohibited.
2. Skateboarding and in-line skating are prohibited on the property.
3. Nothing shall be hung from any balcony or common walkway railing or on exterior walls, including towels, clothing, blankets, flowerpots, signs, or decorative items. Clotheslines cannot be strung on balconies. Flags are prohibited, except the American, Maryland or Ocean City flag may be displayed from a private balcony using an association- approved flag mount that is attached in a manner that does not puncture the walls or railings. By law, an association must allow the display of the American flag. However, it is important that the walls and railings not be damaged with holes that will allow water to enter.
4. Balconies must be kept neat and free of rubbish.
5. Nothing may be stored on the common walkway at the unit entrances. Beach furniture, toys and shoes must be kept inside the unit. A door mat, in good condition, may be kept at the entrance of the unit.
6. Door mats must be stored inside units during the winter months and/or when units are not occupied for more than a week.
7. The use of fuel-fed devices such as kerosene or propane heaters or barbecue grills and other items that create a fire hazard is prohibited. This includes use anywhere on grounds, balconies, walkways, sidewalks or parking lot. These types of items cannot be stored upon the premises.
8. Throwing objects off balconies and common walkways is prohibited. Nothing can be swept or allowed to flow off a balcony or walkway. Feeding birds is prohibited. Pigeons are a significant problem in Ocean City. Feeding them encourages roosting and the exterminating of an established population is unpleasant for everyone.
9. The following rules and restrictions concern pets:
 - A. Only owners or their immediate family members are permitted to house pets.
 - B. Owners are responsible for damages caused by their pets, either to units or to the common elements.
 - C. At all times, pets must be physically controlled on a leash.
 - D. Pets shall not be left unattended on balconies or chained outside the unit on walkways or on the common grounds. Owners must ensure that their pets do not create a disturbance for others. Many dogs bark constantly when left alone in condominium units.
 - E. Owners are responsible for picking up, removing, and disposing of pet waste materials in a sanitary manner.
 - F. If an owner is taking his or her pet onto an elevator that is occupied by others, the pet owner is expected to ask if anyone objects and to wait for the next available elevator if there is an objection. Some owners are allergic to animals, and some are afraid of animals. This is a courtesy that should be extended to other owners.
 - G. Pit Bull dogs of pure or mixed breed, including, but not limited to American Pit Bull Terriers, American Staffordshire Terriers, American Bulldogs, Staffordshire Bull Terriers, and any dog in the "pit bull family breed" as defined by the AKC organization may not be brought to or kept within Sandpiper Dunes property at any time by owners or guests.
 - H. **PLEASE NOTE THAT PETS ARE PROHIBITED IN RENTAL UNITS. VIOLATIONS OF THE RENTAL AGREEMENT MAY BE CAUSE FOR EVICTION.**

10. Rubbish must be packaged in tied-off plastic bags and promptly disposed of in the trash chute located at the southwest end of the hallway. Rubbish may not be left outside units on the common walkways, at the unit entrance, or on private balconies for any period. Items or large bags that will not fit in the chute cannot be left on the walkway. These items must be placed in the dumpster. Please do not try to force items into the chute – this will clog the trash chute and cause trash to back-up in the chute.
11. Large household items, furniture, mattresses, and appliances cannot be placed inside the dumpster. Unit owners are required to have large household items removed from the property at their own expense. The Town of Ocean City provides bulk trash pickup at a reasonable cost. Unit owners who wish to place large items for collection must notify the property manager, who will arrange for the bulk pick up and bill the unit owner accordingly. Large household items should be left at the dumpster area after consultation with management staff as to the location.
12. Commercial signs and commercial real estate signs are prohibited anywhere on the property and cannot be displayed on common area or balcony railings or inside the windows of the units. Violations shall be cause for management to remove signs.
13. **SMOKING, INCLUDING THE USE OF ANY TOBACCO PRODUCT OR ELECTRONIC CIGARETTES/VAPING, IS PROHIBITED IN ALL GENERAL COMMON AREAS EXCEPT THE PARKING LOT AND AT LEAST 25 FEET FROM THE BUILDING. GENERAL COMMON AREAS INCLUDE: FLOOR WALKWAYS, ELEVATORS, GARDEN AREAS, STAIRWELLS, AND SIDEWALKS.**
14. **SMOKING, VAPING AND ANY USE OF AN ELECTRONIC VAPING DEVICE ON A UNIT BALCONY IS PROHIBITED. THIS PROHIBITION INCLUDES BUT IS NOT LIMITED TO ALL TOBACCO PRODUCTS (INCLUDING CIGARETTES OR CIGARS) AND MARIJUANA. IT IS THE UNIT OWNER'S RESPONSIBILITY TO INCLUDE THIS RULE IN RENTAL AGREEMENTS AND ENSURE RENTERS ADHERE TO THIS RULE.**
15. Prior to the commencement of any unit renovation, the owner must contact the Property Manager and provide a reasonable description of the renovations and the estimated dates of the renovation. The Property Manager shall decide whether it is appropriate for the owner/contractor to use a dedicated elevator during certain dates/times to both facilitate the renovation process and assure that the owner/contractor is responsible for keeping all walkways and the elevator cab clean and free of damage. The Property Manager will install protective padding in the dedicated elevator and provide the owner/contractor the key and instructions for dedicated operation. The owner/contractor shall keep the Property Manager updated as schedule changed occur.

PARKING REGULATIONS

1. Parking spaces are assigned. Park only in your designated parking space(s).
2. Parking permits are required at all times and are to be displayed in a visible location from the exterior of your vehicle.
3. **WEEKLY OR TEMPORARY GUESTS MUST DISPLAY A PARKING PERMIT PROVIDED BY THE OWNER OR REAL ESTATE COMPANY.** The real estate company parking permit must provide the following information: the name of the real estate company or property manager, the date(s) upon which the parking permit is valid, a contact phone number for the real estate company, and the unit number. This information must be printed legibly on a pre-printed form supplied by the real estate company.
4. Owners who rent their own units must print a parking pass which incorporates the Sandpiper Dunes logo and provide all the information contained on the weekly or temporary guest parking permits described in item 3 above. The Sandpiper Dunes logo will be provided to the unit owner by the manager.
5. Vehicles that are parked in violation of the rules are subject to being towed from the property at the violating vehicle owner's expense.
6. The manager is authorized to tow all vehicles that are improperly parked as outlined in the Association's towing policy.
7. Owners who encounter another vehicle parked in violation of the rules must contact the Property Manager.
8. Vehicles must park within designated parking spaces. Vehicles cannot block ingress or egress to the parking lot area, to the dumpster or to other parking spaces. Vehicles are not permitted to be parked in or to block the designated fire lane.
9. Trailers, campers, house trailers, boats, boat trailers, jet-skis or jet-ski trailers are prohibited from parking in the parking lot area unless given permission by the property manager. Commercial vehicles are prohibited from parking on the lot for more than 12 consecutive hours without permission of the Property Manager. Vehicles without current registration stickers are not permitted

on the property. Vehicles cannot be left in a parking space to be used as storage.

10. Oil changes and vehicle maintenance (other than the changing of flat tires) are prohibited in the parking lot. Abandoned or disabled vehicles are not permitted. The washing of vehicles is prohibited.
11. Park vehicles **HEAD-IN ONLY**, so they do not overhang the lawn, landscaped areas, or shrubbery. Heat and fluids can damage plants and grass.

POOL AREA RULES AND REGULATIONS

1. There is no lifeguard on duty. Swim at your own risk.
2. The pool is generally open Memorial Day till OC Sunfest weekend. The pool can be closed by the manager, security staff or on-site staff at any time to protect the health, safety or welfare of the owners and guests of Sandpiper Dunes.
3. The pool is closed at the first sign of thunder or lightning and cannot be re-opened for use for 30 minutes after the last sign of thunder or lightning. In the event of a summer storm, everyone must leave the pool area.
4. Pool hours are posted at the entrance to the pool. The pool is not to be used at other times. Pool hours can be changed at any time at the discretion of management.
5. Use of the pool is restricted to owners and their guests. Pool tags are required and must be in your possession at all times when in the pool area. Pool use is monitored, and you may be asked to provide your pool tag. Owners and guests who do not have a pool tag will be required to leave the pool area.
6. Owners and guests are prohibited from opening the pool entrance door for others. The intent of this rule is to prevent owners and guests from opening the pool door to allow those who do not belong in the pool from entering.
7. The pool entrance gate may not be wedged or propped open for any reason for any length of time.
8. Children under the age of 15 must always be accompanied and supervised by an adult inside the pool enclosure.
9. Small floatation devices are permitted provided they do not interfere with the pleasure of others utilizing the pool. Rafts, large floatation devices, and boats are not permitted.
10. An adult must accompany any non-swimmers into the pool water, even if the non-swimmer has been provided with a floatation device.
11. Plastic pants or Swimmies are required for all children who are not toilet trained or who are in diapers. It is essential that all accidents of an unsanitary nature be reported to management. In the event of an accident of this type, the swimming pool must be closed for a 24-hour period and treated with chemicals to prevent contamination of others.
12. There is to be no diving, running, roughhousing or ball playing within the pool enclosure.
13. Glass containers are not permitted inside the pool enclosure. Broken glass inside the pool enclosure will cause the pool to be closed for preventive maintenance.
14. Battery-operated radios and stereos may be used in the pool area, but all guests are expected to keep volumes at a minimum. Sandpiper Dunes is in a family-oriented resort area, so please do not play music that is not suitable for young children unless you are wearing headphones. Upon the request of Sandpiper Dunes management, music must be turned off and radios and stereos must be removed from the pool area.
15. Pool furniture cannot be removed from the pool enclosure.
16. Trash must be disposed in a proper container.
17. Pets are not permitted inside the enclosure or in the pool water.
18. To ensure safety and equitable usage of the pool during peak usage days or when the pool area is overcrowded, the maximum number of occupants per unit in the pool area shall not exceed four for a one bedroom unit, eight for a two bedroom unit, and twelve for a three bedroom unit.
19. Food of any type and alcoholic beverages of any type are not permitted within the pool enclosure.

UNIT OWNER RESPONSIBILITIES

1. Unit owners are responsible for all family, friends and guests to abide by the Rules and Regulations.
2. Unit owners are responsible for the actions and behaviors of their renters and guests who visit or reside in the unit. Unit owners who rent their units are required to obtain and post the Town of Ocean City rental license and sticker on the entry door or a hallway window of the unit.
3. Unit owners are responsible for maintaining the interior of their units to prevent property damage to the common elements or to other units. This means that the unit and all of its appliances and plumbing fixtures must be maintained in a manner or condition that prevents the accidental flow of water into adjacent units or that causes damage to other units. Owners who fail to abide by the Rules and Regulations of the Sandpiper Dunes Condominium Association are subject to sanctions and are financially responsible for the cost of the repairs in the absence of insurance coverage.
4. The Maryland Condominium Act permits Associations to hold a unit owner responsible for the first \$10,000.00 of the Association's master insurance policy deductible, regardless of whether the owner is negligent, provided the cause of damage to the common elements or other units originated inside the owner's unit.

5. Owners and guests are required to turn off the water supply, at the water main valve located inside their unit, when they anticipate being away from the unit for any period of time exceeding twenty-four hours.
6. Owners and guests are required to maintain an interior unit temperature no lower than 50 degrees Fahrenheit from November 1st to May 1st.
7. Owners are strongly encouraged to replace any hot water heater at 12 years of age, however, owners will be **REQUIRED TO REPLACE ANY WATER HEATER THAT IS 15 YEARS OLD OR HAS REACHED THE END OF THE WARRANTY PERIOD IF THE WARRANTY IS LONGER THAN 15 YEARS** as documented with SPD Property Manager. In addition, all hot water heaters when replaced must have a pan according to Town of Ocean City code. All out of compliance hot water heaters must be brought into compliance within 6 months of notice. If not brought into compliance, there will be a \$250 fine per quarter assessed to the unit owner until documented proof of replacement is provided to the Property Manager. Owners are required to check the base of the water heater for water seepage twice annually at a minimum and replace any water heater that exhibits signs of seepage.
8. Owners are required to use braided steel hoses for washing machine water supply lines.
9. Owners are required to use braided steel hoses for refrigerator/freezer ice-maker water supply lines.
10. Owners are required to repair any fixture that leaks continually and are required to maintain water shut off valves in operable condition.
11. Owners are required to clean the weep holes of their sliding glass doors and windows to remove dirt twice annually.
12. Owners of units are required to close the storm shutters when units are not occupied or when storms accompanied by winds exceeding 50 mph are anticipated. If storm shutters are not closed when a storm approaches, management will close storm shutter and the cost of doing so will be billed to the unit owner.
13. Owners are required to provide the management company with a working set of keys to the unit.
14. The Condominium Association's managing agent will clean all of the common element air conditioner condensation lines in the spring. Owners who do not provide access to the unit for this purpose will be responsible to clean the common element line. Owners are required to clean and maintain the condensate line from the air handler to the common element condensate line and change air conditioner filters on a monthly basis during the summer cooling season.
15. Unit owners are responsible for obtaining written approval from the Board of Directors before making any exterior alteration.
16. All windows and doors of the unit are to be maintained by the unit owner, who must always comply with specified styles and colors approved by the board. No windows or doors can be replaced, or painted, unless the proposed work and color is first approved in writing by the board.
17. Unit owners may not alter the exterior landscaping without first obtaining the permission of Board of Directors.
18. Upon the sale of a unit, owners will be required to return all the pool tags and parking permits to the Sandpiper Dunes management company prior to receiving a resale certificate. A record of the number of tags and their sequence numbers will be maintained Sandpiper Dunes Property Management company. If an owner does not return all of their assigned pool tags, there will be a charge of \$25.00 per tag for replacement before the release of the requested resale certificate.
19. Fire alarm or fire suppression equipment, such as smoke detectors or sprinkler heads, in units or elsewhere in the Condominium shall not be removed, disconnected, disarmed, modified, tampered with, damaged, or otherwise rendered inoperable by any person, including owners, renters and contractors. Violation of this rule shall result in a fine up to \$1,000 billed to the unit owner and the unit owner shall be responsible for all costs incurred to restore the alarm or suppression equipment to its original operating condition.

EMERGENCIES

1. All emergencies should be reported to Braniff Property Management LLC 410-524-0390 (M-F 9-5) EMERGENCY AFTER HOURS call same number to reach the on call Property Manager.
2. In the event of fire, dial 911. The physical location of Sandpiper Dunes is 5801 Atlantic Avenue, Ocean City, Maryland 21842.
3. In the event of a fire, emergency evacuation instructions are posted at the location of the stairwells and elevator. Do not use the elevator if there is a fire. Residents and guests must exit the building by using the stairs. If a handicapped person is unable to use the stairs, s/he should wait at the stairwell entrance for assistance.
4. In the event of a water emergency, turn off the water main located inside your unit. If the water appears to be originating from the unit above you, go up to that unit and ask the owner or guest to turn off the water at the water main located inside that unit. Then contact Braniff for further assistance.
5. In the event of an elevator emergency, lift the telephone handset located on the front wall of the elevator. The telephone will automatically dial an emergency service number.
6. SPD Property Manager:

Braniff Property Management LLC
connor@braniffpropertymanagement.com

410-524-0390 Office (M-F 9-5)
EMERGENCY AFTER HOURS, office number is monitored

P.O. Box 799, Ocean City, MD 21843

7. EMERGENCY SERVICES: DIAL 911

SANCTIONS AND RULES ENFORCEMENT

1. Unit owners are required to read and become familiar with all Rules and Regulations and sanctions.
2. Unit owners are responsible for the payment of sanctions imposed due to violations.
3. A unit owner may request a variance to a rule. A request for a variance must be submitted in writing to the Rules and Regulations committee (by mailing it to the manager). The Rules and Regulations Committee will consider the request and notify the owner of whether the request is granted.
4. Sanctions will be imposed for violations of the Rules and Regulations, as follows:
 - A. The Rules and Regulations are enforced by the imposition of fines for violations or by the towing of vehicles.
 - B. Any unit owner, or the manager, may prepare a written notice of violation. The violation notice must contain the following information: the date of the occurrence, the witness of the occurrence, the time of the occurrence, a description of the violation and the signature of the person preparing the notice.
 - C. There is no guarantee of anonymity for those submitting violation notices.
 - D. The violation notice must be submitted to the manager within five days of the violation's occurrence.
 - E. The violation notice will be reviewed by the Rules and Regulations Committee.
 - F. The Rules and Regulations Committee will review the violation notice, and, at its sole discretion, may act in the following manner:
 - 1st violation – The Rules and Regulations Committee will prepare a written notice to a violating unit owner and may schedule a hearing with the Rules and Regulations Committee.
 - 2nd violation (same offense) - \$50.00 fine.
 - 3rd and further repeated violations (same offense) - \$100.00 fine.
 - G. Fines will be subject to collection as defined in the Sandpiper Dunes Condominium Association By-Laws and Declaration and any amendments thereof.
 - H. The Rules and Regulations Committee shall have the authority to impose fines and arrange for towing of vehicles through its agent.
 - I. A unit owner who disputes the imposition of a fine or the towing of a vehicle may appeal the sanction to the Rules and Regulations Committee for further consideration and a hearing on the subject matter, and no interest shall accrue until a final determination is reached.
 - J. Matters unresolved by the hearing with the Rules and Regulations Committee may be appealed to the Board of Directors by letter mailed certified mail / return receipt requested, mailed to the manager. The decision of the Board of Directors shall be final.

ASSOCIATION TOWING POLICY

The Association's Manager (hereinafter "Manager" or "Property Manager") will arrange for the purchase and installation of the annual Town of Ocean City towing permits, and will perform the following services:

1. The Manager will act on the behalf of the Association and its members to resolve parking issues, and to tow vehicles as needed.
2. The Manager will supervise the services of the on-site Security Guard who will assist with the enforcement of parking restrictions and towing.
3. The Manager has established a 24-hour answering service and provides an employee to respond to parking violations when the on-site staff is not available.
4. The Manager is the only authorized agent permitted to tow vehicles that are improperly parked. Unit owners are not permitted to tow vehicles that are improperly parked.
5. The Manager will represent the Association in contested tow hearings.
6. The Manager will post a notice upon the vehicle in violation giving a reasonable amount of time for the vehicle owner to discover the notice. A reasonable amount of time is defined as any period deemed reasonable by the Manager, not exceeding 12 hours.

A reasonable period of time is situation-dependent and varies based upon the time of year, the time of day, the number of other parking spaces that are available on the parking lot or on the side street, the weather conditions, and other variables that the manager must consider when deciding the best course of action to take to resolve a parking conflict. The Manager is not required to tow a vehicle if another temporary alternate parking space is available; however, the Manager may decide and is authorized to tow a vehicle even if there are other alternate parking spaces available.

7. The Manager will locate another parking space that may be used by the unit owner whose space is violated until the violating vehicle is removed.
8. If the violating vehicle has not been removed from the site at the conclusion of the time allowed by the Manager, the vehicle may be towed from the property at the violating vehicle owner's expense. The Manager and Association are held harmless and indemnified by the owner of the improperly parked vehicle, or if he/she is a renter or guest, also by the owner of the condo unit in which the vehicle owner is a guest or renter, from responsibility for towing costs, hearing costs, fines, or damage to personal property or for the property of others if the vehicle is towed.

Please note: It is essential that Sandpiper Dunes unit owners attempt to monitor their own parking spaces and deal with parking issues on their own before contacting the Manager. Usually, the violation is only for a brief period, or the vehicle owner makes a mistake. The Manager charges the Association a fee for its after-hours services and its services should only be utilized as a last resort. However, if towing is required, only the Manager is authorized to tow vehicles. We recommend that you attempt to locate the owner of the vehicle in violation and / or leave a notice on the vehicle before contacting the Manager.

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